



CITY OF POQUOSON

OFFICE OF THE CITY MANAGER

500 CITY HALL AVENUE
POQUOSON, VA 23662
(757) 868-3000 TELEPHONE
(757) 868-3101 FAX

April 25, 2022

TO: City Council

FROM: Randy Wheeler, City Manager

SUBJECT: Approval of Standard Operating Procedure (SOP) for Appointing Members to Boards and Commissions

On March 14, 2022 a Work Session was held on a Standard Operating Procedure (SOP) for Boards and Commission Appointments, Council made several suggestions and a final draft has been completed for your consideration. A simple motion is needed by City Council to approve the Standard Operating Procedure (SOP) for Boards and Commissions. You will also find attached the Board Bank Application that is referenced in the Standard Operating Procedure.

STANDARD OPERATING PROCEDURE

City of Poquoson, Virginia

Policy Title: Boards/Commissions Appointment

Effective Date:

Purpose:

The objective of the City of Poquoson is to provide an efficient and effective consideration process for nominations/recommendations to Boards and Commissions.

Background:

What Boards/Commissions does the City Council make Appointments?

- City of Poquoson Boards/Commissions (ex: Planning Commission)
- Multi-Jurisdictional Boards/Commissions (ex: Hampton Roads Planning District Commission)
- Appointment Recommendation to Others (ex: Board of Equalization)

General Appointment Process

- City Clerk (Clerk) – Notifies City Council of upcoming appointments/resignations. A list of upcoming appointments will be posted on the Intranet as well as when applications are due. The Clerk will also advertise vacancies on the City's website, television channel and social media. Advertisements for open positions will be posted one month in advance and an application will need to be submitted fifteen days in advance of the appointment.
- Clerk – Collects Board Bank Applications and disseminates them to City Council. Clerk will also contact incumbents to verify interest in re-appointment.
- Clerk manages the formal School Board appointment process – appointment for full term includes newspaper advertisement, electronic notices and public hearing.
- City Council members review applications, contact applicants as needed, and make nominations/recommendations to City Council for consideration.
- Interviews are scheduled in some cases.

City Council Consideration Process

- **Precinct-Specific Nominations:**

In instances where appointments are made to represent a specific precinct on a Board/Commission the Council shall look to the two members representing the precinct to serve as a review/nomination team (team) to work together to make, when possible, nomination(s) recommendations to Council concerning precinct appointments. While the Council is not bound by their recommendations it shall afford them significant weight in its deliberations. Should a

non-precinct member wish to have interviews they should make a recommendation to the precinct members.

- **Non-Precinct Specific Appointments:**

As stated in Precinct-Specific Nominations, however the review/nominating team would be the Mayor and Vice Mayor. The Mayor or Vice Mayor may designate another Council member to represent them on a case by case basis.

- **Application Consideration Generally:**

In addition to reviewing the Board Bank applications and supporting materials, Council members may individually meet with or otherwise communicate with applicants to review their qualifications for appointments. Re-appointments should expect to go through the same process as a new applicant and will need to submit a new Board Bank Application.

- **Interviews:**

The City Council shall hold interviews for the full term positions of School Board, Economic Development Authority and Planning Commission. The Council may also hold interviews, at its discretion, for appointments to complete the balance of an unexpired term for the positions of Council, School Board, Economic Development and Planning Commission. The Council may also hold interviews for any other appointment as may be required.

In instances where interviews are required or recommended the review/nominating team shall present their recommendations for applicants to be interviewed no later than 14 days prior to the anticipated appointment date. Upon receipt of the interview list the Clerk shall schedule Council interviews with the recommended applicants. Normally, the Council will interview two to three applicants as recommended by the team. The actual number of applicants to be interviewed may vary depending upon the specific applicant pool.

- **Nominations:**

Any member of City Council may make a nomination for appointment of qualified persons to any City Board/Commission. In cases in which interviews are not required or recommended by the team, the team shall provide their nomination recommendation to the Clerk no later than ten days before the scheduled appointment, who shall include the name of the nominee in the appropriate Council Agenda item.

In no case should a person have their name put forward for formal Council consideration unless he or she has been contacted by a member of the team.

A team may request postponement of the appointment by informing the Clerk no later than ten days prior to the scheduled appointment date.

- **Board Bank Applications and Related Materials:**

Board Bank Applications shall remain active for four years. Annually in January the City Clerk shall contact each person with an active Board Bank Application to determine if they wish for the application to remain active, make any updates that may be necessary to the application and update any letter of interest, resume or other supporting materials the applicant may wish to provide. An acknowledgement letter thanking applicants for their interest will be sent when new applications are received. If an applicant is not selected for an open position on their Board or Commission of interest, a letter will be sent letting them know they have not been selected.

Expectations:

- **Term Limits for Appointees:**

In most instances the City does not have fixed term limits for City Boards and Commissions. One exception is the Poquoson School Board which allows for an initial three year term and up to two reappointments as per the City Charter, though traditionally members of the School Board have served no more than two consecutive terms. As a general practice it is the Council's expectation that no City Board/Commission appointee shall serve more than three consecutive terms.

- **Attendance Requirements for Appointees:**

It is the Council's expectation that persons appointed to City Boards/Commissions will attend all regularly scheduled meetings of the appointed body. The Clerk shall provide Council periodic reports on appointee attendance and the Council may consider any appointee whose attendance for regularly scheduled meetings in any given year which is below 75%, at its sole discretion, as having resigned his or her position to the extent permitted by law.

- **Participation:**

It is the Council's expectation that persons appointed to City Boards and Commissions shall participate and vote on all matters properly before the appointed body, unless there is a legal conflict of interest which would require recusal.

- **Chair Rotation:**

It is the Council's expectation that the chairmanship shall be rotated amongst the membership of the City Board/Commission such that no member shall serve more than two consecutive terms as chair, when practicable.



CITY OF POQUOSON BOARD BANK APPLICATION

Name: _____ Date: _____
Last First

Home Address: _____ Phone: _____

Email Address: _____

How long have you been a resident of the City of Poquoson? _____

In which precinct do you reside? _____

List the Board or Commission you are interested in serving? (Please submit a complete application for each area of interest.)

Why are you interested in serving on this Board/Commission? You are invited to include a letter of interest and/or resume to your application.

What specific education, experience or other expertise do you have that you feel makes you well qualified to serve on this Board/Commission?

Have you ever had business with or before the Board/Commission for which you are applying? If yes, please share with us your experience.

If you are appointed, what issues or areas would you plan to focus on during your term?

Are you now or have ever served on a Board/Commission in Poquoson? If yes, which one and when did you serve?

Are you now or have you ever been active in civic or service organizations in Poquoson? If yes, which organization(s) and in what capacity?

Expectations:

- **Term Limits for Appointees:**

In most instances the City does not have fixed term limits for City Boards and Commissions. One exception is the Poquoson School Board which allows for an initial three year term and up to two reappointments as per the City Charter, though traditionally members of the School Board have served no more than two consecutive terms. As a general practice it is the Council's expectation that no City Board/Commission appointee shall serve more than three consecutive terms.

- **Attendance Requirements for Appointees:**

It is the Council's expectation that persons appointed to City Boards/Commissions will attend all regularly scheduled meetings of the appointed body. The Clerk shall provide Council periodic reports on appointee attendance and the Council may consider any appointee whose attendance for regularly scheduled meetings in any given year which is below 75%, at its sole discretion, as having resigned his or her position to the extent permitted by law.

- **Participation:**

It is the Council's expectation that persons appointed to City Boards and Commissions shall participate and vote on all matters properly before the appointed body, unless there is a legal conflict of interest which would require recusal.

- **Chair Rotation:**

It is the Council's expectation that the chairmanship shall be rotated amongst the membership of the City Board/Commission such that no member shall serve more than two consecutive terms as chair, when practicable.

Please return this application, letter of interest and/or resume to the City Clerk's Office,
500 City Hall Avenue, Poquoson, VA 23662 or email to the City Clerk at
If you wish to be considered for more than one Board or Commission please submit a separate application
for each.

Applications will be retained on file for 4 years unless you request an earlier removal.